

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

CAAD-SP

10 December 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2009-68 – Expires 15 January 2010

1. The Military Department is accepting applications for State Active Duty permanent position indicated below. Applicants should submit their application as soon as possible. The initial appointment may be for a limited-term greater than six months and provides full benefit status for the appointee and his/her beneficiaries. ***The officer selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed O-4, regardless of their active military rank and pay grade.*** Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of the funding. This vacancy announcement expires 15 January 2010 unless sooner rescinded.

2. Pursuant to The Adjutant General's reform vision and directives, this position vacancy has been reviewed by the State Active Duty Reform Panel and has been recommended to be announced for fill as a permanent status subject to annual funding. Final authority for the appointment to State Active Duty rests with The Adjutant General based upon the selection process criteria established by the Director, Joint Staff.

3. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 4, 5, 6 and the submission requirements detailed on the last page of this vacancy announcement.

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| a. TITLE, LOCATION AND PAY GRADE: | Master Planner (SAD O-4) |
| b. EMPLOYMENT LOCATION: | JFHQ, Sacramento, CA |
| c. PROJECTED EMPLOYMENT DATE: | 15 February 2010 |
| d. SELECTING SUPERVISOR: | Director, Construction and Facilities Management Office |

4. The basic qualification requirements are:

- a. **Military Service:** Members of the active or retired California National Guard in the grades of O-3 through O-5 may apply. An active member of the California State Military Reserve in the grades of O-3 through O-5 may also apply: or be eligible for California National Guard military membership if selected.
- b. **Education/Experience:** Completion of military educational and civilian requirements commensurate with the grade of the applicant is required.
- c. **Military Assignments:** Assignments appropriate to the grade of the applicant.
- d. **Communication Skills:** Must be able to effectively communicate orally and in writing. Applicant will be asked to produce a short, handwritten report during the interview process.
- e. Must be able to travel frequently on overnight and extended trips.
- f. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements.** If a current member of the California State Military Reserve or a Retired California Army/Air National Guardsperson, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.
- g. Appropriate military uniforms are required (with federally or CSMR recognized rank) and grooming standards will be maintained in accordance with military regulation.

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5. Desirable qualifications include:

- a. Special consideration will be given to an applicant with a degree in master planning, land use planning, geography, or landscape architecture.
- b. Familiarity or experience in engineering or construction activities is desirable.
- c. Possess strong administrative management skills and have the ability to make timely, well-considered decisions; able to exercise independent judgment and use initiative in organization and supervision.
- d. Have an operational knowledge of the California National Guard organization and the chain of command.

6. Principal duties and responsibilities: The Master Planner is directly responsible to the Chief, Planning, Programming, and Construction (PP&C) Branch within the Construction and Facilities Management Office (CFMO). Supervision is general in nature, normally required only when broad policy or procedural changes are developed or implemented.

- a. Provides direct supervision of staff functions pertaining to the development, maintenance, and updating of the Real Property Master Plan (RPMP) that becomes the basis for the Military Department's facilities needs on a Statewide basis.
- b. Coordinates the TAG vision statement for the long-range plan, and coordinates the DAG-Army vision statement for the mid-term plan. Identifies proponents involved in the planning process and obtains input from those sources.
- c. Directs subordinates in development of questionnaires and other appropriate documents to obtain necessary input and data for the master planning process. Develops and implements the data collection strategy.
- d. Applies principles of master planning in preparing alternative courses of action for command evaluation, particularly in response to changed missions and priorities.
- e. Obtains guidance from the Chief, PP&C and the Facilities Management Officer on changes to capital investment plans, including Federal ARNG Long-Range Construction Program (LRCP) and State Military Department five-year Capital Outlay Plan. Supervises completion and submittal of annual updates for both plans.
- f. Assists the Director of CFMO and the FMO in developing the TAG's capital improvement enhancement program (congressional adds). Supervises development of data that demonstrates requirements, and provides assistance to International and Government Affairs in that area when required.
- g. Coordinates and supervises preparation and submittal of the annual Installation Status Report (ISR), including training of statewide data collectors.
- h. Provides direct supervision in the development of the Facility Life-Cycle Plan (FLCP).
- i. Provides direct supervision for the development, revision, and submission of project programming documents (DD Forms 1390/91, NGB Forms 420R, and State documents for minor construction, and/or military construction projects).
- j. Provides direct supervision and oversight of the Planning staff and Geographic Information System (GIS) analyst, responsible for Real Property Planning and Analysis System (RPLANS) and Army Stationing and Installation Plan (ASIP).
- k. Coordinates with higher headquarters, CFMO Engineering Branch, Directorate of Information Management, and Plans & Operations Physical Security Branch to ensure that new systems and technologies are programmed in future construction projects.
- l. Represents Director, CFMO and Chief, PP&C at meetings and briefings with staff of National Guard field organizations, staff from other agencies, State administrative and legislative offices, and representatives of National Guard Bureau as required.
- m. Develops and presents briefings on issues pertaining to Master Planning requirements.
- n. Acts as J4 Logistics Officer when necessary and provides Facility and Engineering planning when activated to respond to State missions, including emergencies and disaster response. Must be able to respond on short notice with a 24/7 requirement.
- o. Must be able to travel on overnight and extended trips.
- p. Is required to perform supervision duties.
- q. Performs other duties as assigned.

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7. The officer selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

8. Reimbursement for moving and relocation expenses will not be paid.

9. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all required supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAD-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAD-SP Web Site at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications must be received in the State Personnel office no later than the close of business on 15 January 2010. Applications will not be accepted via fax or e-mail.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (10 Dec 09)

JEFFREY W. MAGRAM

Lieutenant Colonel, CA ANG

Director, State Personnel Programs

The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front. Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached a copy of your height, weight & physical test verifications?	
Have you attached a copy of your military and civilian educational certificates?	